AUDIT FOR LEAVE YEAR	NAME					SOCIAL SECURITY NUMBER	COMPLETE CONTACT POINT		SERVICE COMPUTATION DATE		EOD (If in year of audit)	SEPARATION DATE

PAY PER-IOD	ANNUAL LEAVE RECORD						SICK LEAVE RECORD						ABSENCE WITHOUT PAY RECORD (LWOP, AWOL, SUSPENSION, FURLOUGH)		
	BROUGHT FORWARD FROM PRIOR PERIOD	ACCRUED OR EARNED	USED THIS PERIOD	DONATED LEAVE (+) OR (--)	BALANCE OR TOTAL TO DATE	PART-TIME CARRYOVER HOURS	BROUGHT FORWARD FROM PRIOR PERIOD	ACCRUED OR EARNED	USED THIS PERIOD	DONATED LEAVE RECEIVED	BALANCE OR TOTAL TO DATE	PART-TIME CARRYOVER HOURS	BROUGHT FORWARD FROM PRIOR PERIOD	USED THIS PERIOD	BALANCE OR TOTAL TO DATE
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REMARKS	CERTIFIED CORRECT (Signature)	DATE

FORM AD-717 (USDA) (Revised 9/91)

PAY PER-IOD	COMPENSATORY (COMP) TIME RECORD					MILITARY LEAVE RECORD			CREDIT HOURS RECORD				OTHER PAID LEAVE RECORD (HOME, SHORE, RESTORED ANNUAL, ETC.)			
	BROUGHT FORWARD FROM PRIOR PERIOD	ACCRUED OR EARNED	USED THIS PERIOD	BALANCE OR TOTAL TO DATE	HOURLY RATE	TOTAL DAYS USED FROM PRIOR PERIOD	DAYS USED THIS PERIOD	TOTAL DAYS USED TO DATE	BROUGHT FORWARD FROM PRIOR PERIOD	ACCRUED OR EARNED	USED THIS PERIOD	BALANCE OR TOTAL TO DATE	BROUGHT FORWARD FROM PRIOR PERIOD	ACCRUED OR EARNED	USED THIS PERIOD	BALANCE OR TOTAL TO DATE
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